

## FREQUENTLY ASKED QUESTIONS (FAQS)

### ONLINE MENTAL HEALTH FIREARMS PROHIBITION REPORTING SYSTEM

1. Do I need a special computer or software to use the Online Mental Health Firearms Prohibition Reporting System?

No. As long as the computer has web browser software (i.e., Internet Explorer) installed and a connection to the Internet, the user can access the Online Mental Health Firearms Prohibition Reporting System via the Internet.

2. How do I get access to the Online Mental Health Firearms Prohibition Reporting System?

To get access to the Online Mental Health Firearms Prohibition Reporting System you need to obtain a User Account by completing an "Application for Online Mental Health Firearms Prohibition Reporting Facility User Account" and mailing/faxing/e-mailing a PDF copy of the completed application to the California Department of Justice, Bureau of Firearms at the address shown at the bottom of the application. The Bureau of Firearms will process your application and send information about your User Account to you.

3. Can I print a copy of the report submitted using the Online Mental Health Firearms Prohibition Reporting System?

Yes. You can print a copy of the report for your records by clicking the Print button located on the submitted report form **only while the report is displayed on your screen**.

4. Can I save a copy of the report submitted using the Online Mental Health Firearms Prohibition Reporting System?

Yes. You can save a copy of the report for your records by selecting File > Save from the Web Browser's menu **only while the report is displayed on your screen**.

5. How do I submit a discharge report using the Online Mental Health Firearms Prohibition Reporting System?

Discharge reports cannot be submitted using the Online Mental Health Firearms Prohibition Reporting System. To submit a discharge report for a report that was originally submitted using the Online Mental Health Firearms Prohibition Reporting System, make a copy of the original report, mark the Discharge button near the top of the form, and write the discharge date on the form. Send this form to the Bureau of Firearms at the following address:

California Department of Justice  
Bureau of Firearms  
Firearms Prohibition and Reporting Unit  
P.O. Box 168048  
Sacramento, CA 95816-8048

You can also fax the completed application to 916-263-2121 or e-mail it to [FirearmsProhibition@doj.ca.gov](mailto:FirearmsProhibition@doj.ca.gov).

6. What if I forget my password?

If you forget your password, go to the Online Mental Health Firearms Prohibition Reporting System Login Page, <https://mhfp.doj.ca.gov>, and click the link, Change Password/Contact Us, located at the lower right-hand side of the page. This will enable you to send an e-mail request to the Bureau of Firearms requesting that your password be reset. You will receive an e-mail reply within 24 hours, Monday through Friday, with a temporary password. You can use your existing UserID and this temporary password to log in to the Online Mental Health Firearms Prohibition Reporting System. At this point you will be prompted to change your temporary password.

7. If reports are submitted using the Online Mental Health Firearms Prohibition Reporting System, will the facility still get reimbursed for these reports?

Yes. Facilities will be reimbursed fifty cents for each report submitted to DOJ using the Online Mental Health Firearms Prohibition Reporting System. The facility must submit an invoice to DOJ on a quarterly basis. For billing questions please call the Bureau of Firearms at (916) 263-0851.

8. What should we do when an employee with access to the Online Mental Health Firearms Prohibition Reporting System terminates?

When an employee with access to the Online Mental Health Firearms Prohibition Reporting System terminates, the facility administrator should send an e-mail to the Bureau of Firearms at [FirearmsProhibition@doj.ca.gov](mailto:FirearmsProhibition@doj.ca.gov) informing BOF to delete that employee's Facility User Account.

9. Can more than one employee use the same UserID and Password?

For security and tracking purposes, the sharing of UserIDs and Passwords is strongly discouraged. Each employee requiring access to the Online Mental Health Firearms Prohibition Reporting System should have a separate Facility User Account.

10. How do I get a copy of a report I submitted using the Online Mental Health Firearms Prohibition Reporting System?

Immediately after you click the "Submit" button, the submitted report will display on your computer screen. You can print the submitted report for your records **only while the report is displayed on your screen.**

**However, if you do not print the submitted report at this time, you will not be able to query for or download a copy of the submitted report from the Online Mental Health Firearms Prohibition Reporting System at a later time.**

11. How can I determine how many Online Reports I've submitted so I can get reimbursed for these reports?

To obtain the number of reports you submitted using the Online Mental Health Firearms Prohibition Reporting System, send an e-mail request to the Bureau of Firearms at [FirearmsProhibition@doj.ca.gov](mailto:FirearmsProhibition@doj.ca.gov). Unfortunately, you cannot obtain this information directly from the Online Mental Health Firearms Prohibition Reporting System at this time. However, such capabilities are planned in future releases of the system.

12. Why does the system log me out?

For security reasons, the Online Mental Health Firearms Prohibition Reporting System will "time out" and automatically log the user off if no activity is detected after 20 minutes.

13. What is the PHN?

PHN (Prohibition Record Number) is a unique number used by the Mental Health Firearms Prohibition Database to uniquely identify each report entered into the database. This number is pre-printed in RED at the top of the existing form BOF 4009A. For reports submitted using the Online Mental Health Firearms Prohibition Reporting System, this number is automatically generated by the system and is labeled "PHN".

14. Does DOJ charge the facilities a fee for using the Online Mental Health Firearms Prohibition Reporting System?

No. There are no fees associated with using the Online Mental Health Firearms Prohibition Reporting System.

15. What do I need to do to use the Online Mental Health Firearms Prohibition Reporting System?

To use the Online Mental Health Firearms Prohibition Reporting System you need a computer, internet access, and Facility User Account. To request a Facility User Account, download the "Application for Online Mental Health Firearms Prohibition Reporting Facility User Account" and return the completed application to the Bureau of Firearms at the following address:

California Department of Justice  
Bureau of Firearms  
Firearms Prohibition and Reporting Unit  
P.O. Box 168048  
Sacramento, CA 95816-8048

You can also fax the completed application to 916-263-2121 or e-mail it to [FirearmsProhibition@doj.ca.gov](mailto:FirearmsProhibition@doj.ca.gov).

16. How do I change or cancel a Mental Health Report of Firearms Prohibition that I submitted online?

To change or cancel a report submitted online, make a copy of the original report, check the appropriate box at the top of the form and indicate desired changes on the copied report, then return the changed report to the Bureau of Firearms at the following address:

California Department of Justice  
Bureau of Firearms  
Firearms Prohibition and Reporting Unit  
P.O. Box 168048  
Sacramento, CA 95816-8048

You can also fax the changed report to 916-263-2121 or e-mail it to [FirearmsProhibition@doj.ca.gov](mailto:FirearmsProhibition@doj.ca.gov).

17. I am having trouble accessing the Online Mental Health Firearms Prohibition System. The website address or URL I entered does not work. What should I do?

The Online Mental Health Firearms Prohibition System must be viewed over a secure channel. Be sure to type the "s" at the end of <https://>.

## ***MENTAL HEALTH FIREARMS PROHIBITION REPORT***

### **1. What 5150/5151/5152 DTSO (72-hour holds) are required to be reported?**

All 5150/5151/5152 danger to self and/or others (DTSO) 72-hour holds are required to be reported on the date of admission to the Department of Justice (DOJ) for the state five year firearms prohibition. Gravely disabled admissions under 5150/5151/5152 Welfare and Institutions Code (WIC) are not required to be reported to DOJ.

The report is submitted to DOJ via the Online Mental Health Report of Firearms Prohibition Reporting System or by submitting the Mental Health Report of Firearm Prohibition Form (BOF 4009A, rev. 03/2008) by mail to the DOJ:

California Department of Justice  
Bureau of Firearms  
Firearms Prohibition and Reporting Unit  
P.O. Box 168048  
Sacramento, CA 95816-8048

(8103(f)(1) WIC)

### **2. What 5250/5260/5270.15 WIC admissions are required to be reported?**

All 5250/5260/5270.15 WIC admissions (including gravely disabled) that have had their certifications upheld must be reported whether or not they were previously reported to DOJ as a 5150/5151/5152 WIC DTSO. If the certification is not upheld, the patient should not be reported.

The report is submitted to DOJ via the Online Mental Health Report of Firearms Prohibition Reporting System or by submitting the Mental Health Report of Firearm Prohibition Form (BOF 4009A, rev. 03/2008) by mail to the DOJ.

(8103(g)(1) WIC)

### **3. What is the patient notification process and right to petition the court?**

The facility is required to notify the 5150/5151/5152 DTSO patient of the state five-year firearm prohibition at or prior to discharge. The Patient Notification of Firearm Prohibition and Right to Hearing Form (BOF 4009B rev. 3/2008) may be utilized by the facility to ensure patients are notified of the five-year firearm prohibition and their right to request a hearing to have firearm rights reinstated by the Superior Court.

If the patient requests a hearing at discharge, the facility is required to complete the Request for Hearing Firearm Prohibition Form (BOF 4009C). The facility forwards the request form to the Superior Court in the patient's county of residence.

(8103(f)(5) WIC)

4. What is the liability of a facility for not reporting required prohibitions?

Mental hospitals, health facilities, or other institutions, or treating health professionals who provide reports subject to this chapter shall be civilly immune for making any report required or authorized by this chapter. Not submitting a report to DOJ could result in civil liability for the treating facility in the event an unreported patient purchases a firearm and uses it to harm him/herself or others.

(8108 WIC)

5. When do facilities submit discharge reports?

A discharge report is required on involuntary patients that are discharged more than 31 days from the date of admission.

A discharge report is required on ALL voluntary admissions reported as DTSO with a dangerous weapon, (e.g., firearm, nunchuks, switch blade knife, etc.) Please see Penal Code section 12020 for a complete list of dangerous weapons.

All discharge reports must be submitted to DOJ by mail at the following address:

California Department of Justice  
Bureau of Firearms  
Firearms Prohibition and Reporting Unit  
P.O. Box 168048  
Sacramento, CA 95816-8048

(8100(a) WIC)

6. Does the DOJ provide reimbursement to the facilities for reports submitted?

Yes. Facilities will be reimbursed fifty cents for each report submitted to DOJ. The facility must submit an invoice to DOJ on a quarterly basis. For billing questions, call the Bureau of Firearms at (916) 263-0851.

7. What is the Prohibited Person Notice Form and Power of Attorney for Firearm Transfer and Disposal?

This form may be used by firearm-prohibited persons to immediately transfer or dispose of firearms currently in their possession. Failure of prohibited persons to divest themselves of any and all firearms could result in criminal sanctions.

California public/private mental health facilities are encouraged to provide the notification to those persons who are prohibited from firearms possession.

(12021(d) PC)

8. What is the minimum age for reporting firearms prohibited persons?

A minor who is 13 years of age or older and is admitted to a facility at the 5150/5151/5152 level must be reported to DOJ. This is because a person who is 18 years of age can purchase a rifle or shotgun and the 5150/5151/5152 prohibition is for five years. If the minor is less than 13 years old, he/she is not required to be reported.

Anyone who is admitted to a facility as a 5250/5260/5270.15 patient is reported to DOJ, regardless of their age. This is in accordance with federal law and is a lifetime prohibition.

(12072(b) PC)